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Position Title: ARNG BCT/BDE Family Readiness Support Assistant (FRSA)

Location: MAARNG 151 RSG, Wellesley, MA

Availability: Start Date 03-01-2012 **Salary:** \$36,000 Annual (Hourly, non-exempt position)

The *Military Personnel Services Corporation (MPSC)* is seeking qualified, trained and capable individual to serve as Family Readiness Support Assistant for Commands within the Army National Guard throughout the States and Territories. Family Readiness is a Commander's responsibility. The ARNG FRSA position is designed to provide the Commander with a Family readiness program assistant to coordinate all aspects of the Command's Family Readiness Program. FRSA's assigned to the Commands will be formally supervised by the contract company, but will receive technical guidance and direction from the Commander or their representative.

Major responsibilities include (not all inclusive):

- Serve as Family Readiness Support Assistant for the Commander
- Provide assistance in development and implementation of Command's Family Readiness Program
- Serve as conduit for information and coordination for family matters within the Command
- Provide training and hands-on assistance on the Command's Family Readiness
- Coordinate all aspects of the Family Readiness Triad—assistance, support, and readiness
- Provide assistance to units and individuals to ensure accomplishment of all Deployment Cycle Support (DCS) tasks during the appropriate phase of the deployment cycle
- Identify individuals and families requiring monitoring, follow-up or referral and coordinate with the appropriate internal points of contact
- Provide assistance and training to Rear Detachment Commanders (RDC)
- Develop a post-deployment reunion and reintegration plan for the Command
- Coordinate with the state Employer Support of the Guard and Reserve point of contact on employer issues relative to Soldiers and Families within the Command
- Provide assistance, support, and analysis as required to the state/territory SFRSA
- Provide other deployment cycle support as required

Qualified candidates must have:

- Knowledge, experience, and skills in the area of military personnel and Family programs. Demonstrated working knowledge of military wellbeing programs, family programs, and deployment cycle support.
- Knowledge of the structure and operations of the Army National Guard
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Proficiency in Microsoft Office, Word, Excel, Power Point and Database use experience

MPSC offers a competitive benefits program which includes: 10 paid vacation days, 10 paid holidays, 10 paid sick days, 401K (w/3% company match), \$50k Life Insurance Policy, and a comprehensive Health and Dental Plan.

Application Instructions: Interested parties should submit a cover letter, a current resume (no more than 2 pages), and the enclosed Application as email attachments to Jlofredde@mpsrc.com and maureen.serrecchia@us.army.mil **NLT 5:00 EST on 23 February 2012. Email subject lines must read "Massachusetts FRSA, 151 RSG"**. Any resumes submitted after the deadline, and that do not follow the instructions above will not be accepted.



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Application (FRSA).doc